

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND CHILD/ FAMILY/SCHOOL
PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457**

TO: National School Lunch Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: July 30, 2004

SUBJECT: **Operational Memorandum #19-04
National School Lunch Program Reimbursement (NSLP) and Commodity Food
Processing and Administrative Fee Charges**

Payments due to the Department of Administrative Services (DAS) for processing and administrative fees, related to receipt of commodity foods, have been subtracted from the May 2004 NSLP reimbursement checks. The attached report provides a breakdown of the calculated NSLP reimbursement payment due for that month, the amounts billed by DAS, the adjusted payment and/or the unadjusted amount that will be subtracted from subsequent NSLP reimbursement checks. This information is provided for accounting purposes. If there are questions regarding the amount billed by DAS they should be directed to Dan Sadowski from the DAS office at 860-713-5263. If there are questions regarding the calculated NSLP reimbursement amounts they may be directed to Avis Kelly at the Office of Child Nutrition 860-807-2078.

Enclosures

IMPORTANT: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. An electronic copy may be requested from the Child Nutrition staff.